

DRAFT

Questions for the Public Employees Health Fund (PEHF) Regarding Current Operational Status and Transition to the Hawaii Employer-Union Health Benefits Trust Fund (EUTF)

The purpose of the following questions is to assist the EUTF in developing sound implementation plans, address necessary resource requirements and to determine initial key administrative transition issues.

Transition Plans

1. Does the PEHF have transition plans to facilitate an orderly change over from the PEHF to the EUTF? Are there critical areas that must be addressed by the PEHF before June 30, 2003 to ensure an orderly transition of the operations such as:

- a. Records management issues
- b. Currency of enrollment data and files
- c. Currency of financial records and files
- d. HIPAA compliance
- e. Disposition of petitions to the PEHF Board from beneficiaries

Please identify these critical administrative and transition issues and any planned courses of action, as applicable.

Open Enrollment

1. Will the current PEHF enrollment staff be available to assist the EUTF with the 2003 open enrollment including processing and data entry of enrollments into the HFIMS? To what extent are other PEHF staff available to assist with open enrollment activities such as employee-beneficiary education etc.? What is the earliest that the current PEHF staff will be available to assist EUTF?

Health Fund Information & Management System (HFIMS)

1. Are there outstanding HFIMS projects that are critical to maintaining the stability of the current computer system? What are these critical projects and what are the current implementation timeframes? Are there any planned improvements and upgrades to the HFIMS system? What are these upgrades/improvements and what are the implementation timeframes?
2. Funding (\$350,000-trust funds) for a Document Imaging System is included in the FY 2003 Supplemental Budget Request as a possible alternative to deal with records and data management issues in the current PEHF. This system has also been identified as a possible solution to HIPAA security requirements. Does the PEHF plan to implement this system and what is the timeframe for completion?

Accounting System

1. Would the current PEHF accountant and accounting staff be available to work with the EUTF in determining the requirements of a standalone accounting and financial system for the EUTF in early 2003?

Staffing

1. Does the PEHF anticipate any significant turnover in key PEHF office staff during the next 18 months?